Information Network of Kansas Inc.

Granting
Policy and Procedures

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Overview

The 1991 Kansas Legislature created the nation's first electronic government portal with the passage of KS 74-9301 et seq. Years ahead of its time, this visionary statute established the Information Network of Kansas (INK) to increase and enhance electronic access to Kansas government information and services. Since 1991, the INK has provided the oversight and direction to create over 400 applications and services and host more than one hundred websites for the state-sponsored entities of Kansas.

The INK Grant opportunity is made possible from the proceeds generated from the services developed to provide enhanced access to government information. INK's grant funds are invested in state government sponsored entities to further our mission to provide increased access to the quantity of information and improve the quality of the information delivered to the citizens and businesses of Kansas and beyond.

Grant Recipient Distribution

Except where limited by the grant requests presented, the INK Board of Directors will strive to achieve equitable grant awards distribution throughout all state government sponsored, library and educational entities.

Grant Submission Procedures

Grant Applications

The screening and decision-making process of an increasing number of grant applications to the Information Network of Kansas (INK) is a difficult and time-consuming process. Non-compliance with any application policy or guidelines may result in the rejection of an application.

Grant applications must be completed in accordance with the approved publicly published application. Grant applications are available from our web site www.Kansas.gov/board or from the INK office. INK staff can also download the application to a disk provided by applicants or email the form upon request.

Grant applications and all attachments become the property of the INK. Information contained in the grant application package will be considered confidential, unless required by law. We recommend all applicants make an additional copy to be retained in your files.

The grant application and all attachments or enclosures should be submitted on unfolded 8½" x 11" white bond paper and by Portable Data Format (.pdf) electronically. Folders or binding covers are not necessary.

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Eligibility

All Kansas state government sponsored entities designed to provide government, library, or educational services to residents of Kansas are eligible to apply.

INK does not award grants to:

1. Purchase real estate.
2. Political activities or those designed to influence legislation.
3. Individuals.
4. Religious organizations.

Grant Application Content

Continuity of all applications expedites the granting process. All grant applications will include one (1) complete, printed original copy, and one (1) complete electronic copy.

The following grant content submission should be **strictly** followed:

1. Cover sheet

2. Enclosure Checklist

3. Cover letter (not more than two pages briefly describing your agency and the purpose and/or benefits your agency would derive from the award of the grant. The letter should be on agency letterhead and signed by the executive sponsor.)

4. Grant application (INK provided)

5. Applicant agency Secretary or list of Board of Directors or Trustees, if applicable. (Include names, addresses, phone numbers and officer positions in your agency)

6. Income and Expense Statement, if applicable. Contact INK for determination.

7. Project endorsements, if applicable.

8. If the state entity submitting the grant request is subject to state Chief Information Technology Officer (CITO) project approval, a proposed project template document must accompany the grant request. (Please refer to the Kansas Information Technology Office website for requirements. http://www.da.ks.gov/kito)

9. If your project involves a partner agency or is to serve clients of another agency, you must submit a Letter of Endorsement from an official of the affected agency supporting this grant.

10. Proposals, project budget, bids or estimates of the project to be funded.

11. Photographs of the facility or project, if applicable.

12. Any additional supporting information (typically optional, but may serve to enhance the application)

Grant Application Delivery

Grant applications are to be completed and mailed or delivered to the INK office no later than published deadlines; typically by the end of the workday on or before

Spring Cycle: After May 1st and before June 1st
Fall Cycle: After November 1st and before December 1st

Applications for the Spring and Fall grant cycles will not be accepted prior to November 1st and May 1st, respectively.

Applicants may call the INK office to ensure the application was received or complete, however, no approval status of the grant application will be provided prior to the formal written announcement.

An applicant may be allowed to correct deficiencies in the application, but only if these corrections are added or incorporated prior to the published delivery deadline.

Additional policies for application delivery are:

1. Hand-delivered applications **must** be received in person by INK staff.

2. INK will not accept or be responsible for applications left at the door.

3. INK board members are not allowed to accept or deliver applications.

4. INK staff members are not allowed to accept applications other than in our office at 632 SW Van Buren, Topeka, Kansas 66603 or at regularly scheduled board meetings. There will be no exceptions.

5. Mailed applications must be postmarked no later than published deadlines.

Application Corrections

All applications received before the Spring and Fall deadlines will be screened for completeness by the INK staff. Applicants may be contacted and allowed to make corrections or additions to an application only if such corrections are made prior to the published deadlines. Applicants are strongly advised to deliver or mail the applications early to allow for this opportunity.

Mini-grants

INK has established a method to award mini-grants during any monthly meeting. Mini-grants are restricted to small, one-time, unplanned, or emergency situations such as unexpected equipment purchase or repair, imminent safety issues, or special event support. Mini-grant awards may not exceed $5,000. The following guidelines are hereby established:

1. Prior to submission, mini-grant applicants should call the INK Executive Director or Grants Committee Chairperson to discuss your need and determine any additional information that may be required. (785) 296-4277.

2. Mini-grants are submitted via one-page letter and a completed Grant Request Form. The letter should describe:

   A. The total amount requested
   B. The project requiring this funding
   C. Why the project is considered an emergency or cannot wait for the traditional grant cycle.

3. Request letters must arrive at the INK office prior to 5:00 pm on the day before the monthly INK Board of Directors' meeting (typically, the first Thursday of each month).

4. Additional information or attachments may be desired.

Special Grants

A vast majority of grant applications can be planned ahead of the scheduled deadline for grants submission and submitted during the Spring or Fall Grant Cycles, however, INK is aware that some state or federal grants require matching funds and are announced on short notice. These types of grants may have submission deadlines prior to either of the scheduled INK grant submission deadlines. To support agencies and state sponsored entities that are pursuing these types of grants; the INK will accept these types of grant requests at anytime. The following guidelines apply:

A. Special grants will only be considered if the funding desired is time-sensitive in nature.

B. Priority will be given to special grants that leverage external funding to support a project.

C. A one-page letter and a completed grant application will be required; including a complete application to the external grant making entity. Contact the INK Executive Director or Grants Committee Chairperson as soon as possible to discuss the project and determine the documentation INK will need to make a decision.

D. Although there is not a limit to the amount of a Special Grant request, grant amount awards will be subject to the INK Board's discretion and the grant funds availability at the time of the request.

Grant Application Preview

INK's goal is to award the maximum amount of funds to improve the quality of life to Kansas citizens and businesses throughout Kansas. Complete applications increase our ability to make fair and proper grant award decisions.

Time permitting, INK staff is allowed to preview grant applications, make recommendations to improve the application, or assist applicants in answering or providing any required information.

Grant Announcements

The INK Board of Directors has the final authority and responsibility for approving or rejecting and announcing all grant applications. Typically, granting decisions will be made at the regular monthly meetings in January and July and publicized by the middle of the following months.

INK is not responsible for any grant award announcements except by formal letter from our staff.

INK staff or board members are not authorized to release any information on the status of a grant application prior to final board decision.

Grant Assessment

Grant Categories

INK supports grant awards that support the statutory and strategic mission of INK, transform the way in which citizens/businesses interact with government, and/or increase access to government information. Grant applications should be focused toward the further development of the primary categories listed below. However, the INK Board of Directors, at their discretion, may consider grant requests that do not logically fit into these categories.

Commerce	Legislative	Transportation
Health & Human Services	Natural Resources	Public Safety
Education	Infrastructure	

INK Assessment Methodology

The INK Board statutory and strategic objectives are used to rate each grant proposal. The INK Board assigns each of the objectives a percentage weight to emphasize the Board's direction and focus. The following table shows the weights and rating criteria.

	Objectives Weight	Objective Description
Statutory Objectives		
Increase Citizen/Business Access	25%	Provide access to existing or develop new or enhanced services to increase the number of users utilizing electronic government services .
Align to State Initiatives	15%	Strive to ensure application and service development supports the state IT planning.
Expand Portal Information	10%	Increase the quantity or quality of the information available through the state portal.
Improve Access Technologies	10%	Where appropriate, use new or enhanced technology to improve the manner in which users access data or the manner in which data is provided
Revenue Generation	10%	The portal is self-funded and receives no state appropriated funding. All development must be funded from applications and services desired in the market.

Strategic Objectives		
Market Adoption (2 year potential)	10%	Emphasis will be placed with applications and services which affect the largest number of constituents
Integrated Services	10%	Strive to increase the level of data integration with data providers or customers to maximize information efficiency
Extensible (reusable) design	10%	Develop applications and services which may be reusable by other entities or other applications and services.

Figure 1.6: Rating Criteria

The rating criteria are designed to gauge how well the proposed request aligns to INK's statutory and strategic objectives.

Grant Approval Process

All INK board members are required to declare any conflict of interest pertaining to any personal, professional or agency interest in any grant application. Grant requestors are strongly discouraged from lobbying the INK Board of Directors & Grants committee members. Violation may result in the disqualification of the application.

INK employees are not voting members of the Grants Committee and participate in the grant making process to provide agency grant request clarification, clerical assistance to the Grants Committee and providing any board member requested factual information on a project or agency.

Properly completed grant applications are recorded, catalogued and separated by category. The Grants Committee Chairperson may assign advisory committees and advisory committee chairpersons. Advisory committee reports are submitted and presented to the Grants Committee for review and recommendation determination for submission to the INK Board of Directors.

Once any applicable advisory committee has concluded their work, the Grants Committee meets as a whole to again review advisory committee reports, score and/or rank all grant applications. The final assessment of the Grants Committee is presented to the INK Board of Directors as a recommendation for approval or rejection. Grant committee recommendations will not be provided prior to submission to the INK Board of Directors, unless required by law.

The Board of Directors will make a final determination of all grant applications. The Board of Director's decision is final and will be announced via formal letter to each applicant agency.

Distribution of Funds

Disbursements may be made only to the applicant agency or entity authorized in writing by the applicant agency and no other assignment will be authorized. Funds are typically provided within thirty working days after a copy of a paid receipt, purchase order, invoice or an accepted bid is delivered to the INK office. In some cases, funds may be released to a successful applicant upon receipt of documentation supporting an unusual need.

Reporting

The INK Board of Directors requires each recipient of a grant award to submit a quarterly report on the status and progress of the project. The quarterly report should include at a minimum, current status with respect to milestones identified in the grant application. Reports are due on the tenth business day of the months of January, April,

July, and October. Failure to supply quarterly reports will result in the delay of grant disbursements.

Upon conclusion of the grant, the INK Board of Directors requires a final report detailing the results and benefits of the grant award and may request a presentation from the grant recipient to discuss the results of the grant.

Grant Period and Extensions

Unless otherwise approved by the INK Board of Directors, INK grants must be completed within the term of the grant award. Extensions for a period not to exceed six months may be requested in writing but will require approval by the Board of Directors.

Sample Cover Letter

AGENCY LETTER HEAD

Date

INK Board of Directors
Information Network of Kansas Inc.
632 SW Van Buren # 100
Topeka, Kansas 66603

Dear INK Board Members,

The {agency/entity name} respectfully submits the attached INK Grant Request
Application. The request will fund {briefly describe or name the project}.

{One or two paragraphs to describe the current environment or processes and how the
grant will benefit the agency, its partners, its processes, and/or the state}

I appreciate your consideration of this request and look forward to the opportunity for
any discussions or questions you may have.

Sincerely,

{Executive Sponsor signature}
{Title}

Enclosure Checklist

Please check the boxes for the items included with your Grant Request Proposal.

? Cover Sheet

? Enclosure Checklist

? Cover letter (not more than two pages briefly describing your agency and the purpose and/or benefits that would be derived from the award of the grant. The letter should be on agency letterhead and signed by the executive sponsor.)

? Completed Grant application, one (1) paper and one (1) electronic copy

? Applicant agency Secretary or list of Board of Directors or Trustees, if applicable. (Include names, addresses, phone numbers and officer positions in your agency)

? Income and Expense Statement, if applicable

? Project endorsements, if applicable

? Proposed project template document if required.

? If your project involves a partner agency or is to serve clients of another agency, you must submit a Letter of Endorsement from an official of the affected agency supporting this grant.

? Proposals, project budget, bids or estimates of the project to be funded.

? Photographs of the facility or project, if applicable

? Any additional supporting information (typically optional, but may serve to enhance the application)

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Information Network of Kansas
Grant Request Application

Date Request Submitted:

Applicant/Agency Name:

Grant Amount Requested: $

Requestor/Agency Contact Information

Primary Contact	Position Title	Mailing Address	Phone	Fax	Email Address

Requestor/Agency Executive Sponsorship

Primary Contact	Position Title	Mailing Address	Phone	Fax	Email Address

Other Participants, (if applicable)

Primary Contact	Position Title	Mailing Address	Phone	Fax	Email Address

Description of Requestor's Primary Services
Response:

A. Please describe the vision of the project.
Response:

B. Please describe how the need is supported/required by Federal law, Kansas Statute or County/City ordinance
Response:

C. Please describe the benefit to requestor, State, and the public.
Response:

D. If the grant is to create an application, is the application envisioned to have a fee associated with the use of the application or is the application free for use by citizens, businesses or governments? Please place an "X" on the appropriate line.

☐ Fee   ☐ Free

E. Please select the area of service to which the grant benefit will best apply

☐ **Commerce**   ☐ **Health & Human Services**

☐ **Legislative (e-Democracy)**   ☐ **Transportation**

☐ **Infrastructure**   ☐ **Public Safety**

☐ **Natural Resources**   ☐ **Education**

☐ **Other** (please explain) *Response:* _____

G. Date grant would be desired?

☐

H. Please provide the amount of funds or number of resources your entity will be contributing to the project?
Response: _____

I. Please provide the following;
Project Start Date: _____
Project End Date: _____
Milestones and Dates:

The Information Network of Kansas has determined eight objectives used to evaluate and prioritize all requests for grants. Each of the objectives is further assigned an objective weight percentage to reflect the INK Board's strategic direction. Those objectives with higher weight percentages will be weighted more heavily in the evaluation. The weighted percentage has been supplied for each of the objectives below.

J. Please provide a brief description of how your request satisfies the following INK objectives?

a. Increases Citizen/Business Access: (25%)
Please provide your description and number of the potential users your entity anticipates would utilize the service as a result of granting your request.
Response: _____

b. Align to State Initiatives: (15%)
Please describe how your initiatives align with the State's Strategic Information Management Plan, Three Year IT Plan or your agency's strategic plan.
Response:

c. Expand Portal Information: (10%)
Please describe how the request will expand the quantity or quality of the information provided through the portal.
Response:

d. Improve Access Technologies: (10%)
Please describe how the request aligns with the Kansas Technical Architecture and will expand the use of technology or how it incorporates new technology.
Response:

e. Revenue Generation: (10%)
If your request is expected to generate revenue, please describe the partnership with the portal and provide the potential annual revenue to your agency.
Response:

 f. Market Adoption: (10%)
Please describe your expected percent of total market adoption rates for the first two years.
Response:

g. Integration: (10%)
Please describe how your request is designed to integrate with the portal, within your agency and/or with other agencies.
Response:

h. Extensibility: (10%)
Please describe how your request may potentially be extended or reused by other agencies.
Response:

K. Please provide a brief analysis of the cost/benefit for your grant request and anticipated return on investment, if applicable.
Response:

Requestor Name

_____
Title

_____**Date**_____
Signature

Please submit your request to;
Information Network of Kansas
632 SW Van Buren, Suite 100
Topeka, KS, 66603.

The INK Board of Directors approves grant requests for disbursement on a semi-annual basis. All grant requests must be received before December 1 to be considered for a January approval. Grant requests received after December 1 and before June 1 will be considered in July. All grant requests will be reviewed. Upon determination or if additional information is required, you will be contacted.

Office Use only, do not fill in below this line
Grant Request Number: _____   Date Request Received: _____
Grant Amount: _____   Request Review Date: _____
Grant Request Score: _____   Committee Recommendation: _____
Grant Disposition: _____   Date of Meeting Minutes:_____